



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>February 2012</u>		Total Internship hours at the start of the month:	1259.5
Week	Functions	Description	Hrs
1	Week's Activities	All AEIS, school report card, HQ, etc. uploaded and posted to old web site (found out 1.7 will not be supported and has been replaced.) Installed Flash on H.S. Lab workstations for Science program, created Writing series online setups for high school teachers (6 total classes). Students added to project Share groups. Email server quit for some reason, restarted it.	25.75
	Standard/Indicator	TF-II.B.1, TF-II.E.1 TF-IV.A.1, TF-III.A.-TF-III.D, TF-VII.A.6	
	Communication with Mentor	Discussed readiness for online testing, , placed EOC testing kids into groups for on Online testing registration site. Discussed schedule for Sekul and teachers on-site Project Share Training.	
2	Week's Activities	Checked onsite backups, TxEIS updates not yet available. Created accounts in STARChart for new teachers. Participated in online training with Diane and Teachers to be sure I can help them, if the need arises. Assigned SPED teacher to STAAR ALT and STAARM assessments. I attended a Special.Ed. Ard in the capacity of the CTE representative, listened to career interests, and made suggestions to help the young man do a little more career research. Backed up Files Server and web site, attempted to prepare it to move web site. Updated worksheet data in preparation for ERATE Bear Form Filing 1 for Year 14. Attended Gaming Webinar.	44.45
	Standard/Indicator	TF-VI.A-B, TF.V.C.7-8, TF-V.D.3, TF-VI.A.1, , TF-VII.A.2, TF-VII.A.8, TF-VII.B ,TF-VIII.B, TF.V.A, TF-III.B.1	
	Communication with Mentor	Discuss necessity for teachers to complete their STAR Chart input, SHARS situation, final resolution; readiness for EOC STAARM, STAAR ALT assignments.	
3	Week's Activities	Diane Sekul, project Share, contact cipafilter magnitude of spam coming into/through our systems, collected STAR Chart data from site, presented to Christy, discussed in preparation of her completing principal STAR Chart. Bernadette, computer issues, saved, submitted, certified LD, T-1, POTS AT&T Bear forms. Attended iBOSS firewall demo. Updated TxEIS servers with newest TxEIS software Friday. Received notice POTS and T-1 Bear forms approved.	38
	Standard/Indicator	TF-IV.B, TF-VII.B.2	

	Communication with Mentor	Discussed STAR chart results with superintendent and Christy Blocker. Principal.	
4	Week's Activities	Attended Cyber bullying webinar. Checked site backups,. Received notice LD Bear Form approved. Compiled BID/quotes in presence of Superintendent. Monitored online economics test, attended History teacher Project Share training. Braune projector issues, slow start . Analyzed AT&T services with/without TEXAN 2000 and determined that since the TEXAN 2000 (DIR 470 appeared to have an invalid date) it would be better to utilize our own especially since we had completed full bid process and interested telecom providers had bowed out saying they could not provide services in our area. Spoke with current Texan 2000 contract users, no problems, love the prices!	34
	Standard/Indicator	TF-VII.B.1-B.6,	
	Communication with Mentor	Provided updates about AT&T, benefits of Dir. TEXAN 2000	
5	Week's Activities	Address firewall error code. Retrieved latest editions of online testing manuals, requested CSCOPE information from Region 3 CSCOPE contact. Attended Windows 7 Migration Webinar and Gaming/Stem approach to basic programming. Completed TEXAN 2000 paperwork, updated calendars and menus, creating attachment 21's for 471 application. Scanned external documents into attach 21 documents, started reviewing new TESTNAV setup instructions. Emailed documents to DIR and ATT. Requested annual quote for Region Net 3 video conference port to be utilized for professional develop and curriculum expansion. I also attended TCEA's annual conference virtually. I was introduced to Pinterest, a social site which has an extremely user friendly filing system. The venue included multiple uses of this site both for school and personal use, but after the first time through, the information was not as useful, I hope next year, they will use the time between presentations to allow vendors to market their products. The video stream quality was not very good, but it was a first time experience, next year it will be better!	26
	Standard/Indicator	TF.-V.A, 1-2, TF-V.B., F-V.C.4, TF-V.D.1TF-VII.B.1-B.6, TF-VI.B.1, TF-VII.A, TF- IV.A, TF-IV.BC.	
	Communication with Mentor	Discussed the benefits of CSCOPE curriculum alignment tool with Superintendent and Principal. Progress on E-RATE 471 application, approval to go with TEXAN 2000 contract for T-1, POTS, LD to save additional \$\$ for school, no real change in service and necessary paperwork. Readiness for March statewide assessments TAKS and STAAR.	
Hours worked this month:			168.30
Total Internship hours to date including this month:			1427.8

The E-RATE Filing window was extended to March 15, 2012, it has been Feb. 15th for many years in conflict with the TCEA convention. I had local obligations that prevented me from making the trip to Austin; however, I utilized technology to attend the conference virtually. The sessions I was able to attend were very informative; however, I would have liked to have seen a broader venue of live presentations presented for virtual attendees and most especially, I would have liked to see the time

between presenters' presentations filled with hardware and software vendor presentations. It was the organization's first time application of this feature, I am so glad I took advantage of the opportunity.

My Lamar coursework gave me an opportunity to utilize the tools available in CSCOPE via a distance, i.e. our group had to develop lessons for 3rd grade science. Utilizing CSCOPE tools, which were readily available to the teacher at all grade levels which greatly helped me see the TEKS for the same topic at the 3rd grade, 6th grade, and 8th grade in order to determine the pieces of our topic fit and how they needed to align at the 3rd grade level in order to set the stage for future learning. I realized that this tool or something very much like it would help our teachers align their curriculum between grades and campuses. As such, and in light of the fact our administrators are looking for a tool(s) to aid teachers to better prepare students for more rigorous assessments under STAAR, I mentioned it to the Superintendent and to the Principal.